



DoD Civilian Intelligence Personnel Management System (CIPMS) Policies

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(Force Management and Personnel)**

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FOREWORD

This Manual is issued under the authority of DoD Directive 1400.34, "DoD Civilian Intelligence Personnel Management System (CIPMS)," December 15, 1988. Its purpose is to establish uniform policies for the DoD Civilian Intelligence Personnel Management System (CIPMS), implementing Section 504, Title V of Public Law 99-569, "Intelligence Authorization Act for Fiscal Year 1987," as codified in Section 1590, Chapter 81 of Title 10, U.S. Code.

This Manual establishes the basic tri-service policies of CIPMS. The Military Departments shall design, implement, and administer their individual intelligence personnel programs based on this Manual. This Manual applies to all civilian employees of the Military Departments identified for inclusion in accordance with DoD Directive 1400.34 and Chapter 1 of this Manual.

The Manual is effective immediately and is mandatory for use by the DoD Military Departments. Implementing documents from the Military Departments must be forwarded to the Assistant Secretary of Defense (Force Management and Personnel) for review within 60 days.

Recommendations for changes to this Manual may be submitted through channels to:

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DoD Components may obtain copies of this Manual through their own publication channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.



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REFERENCES

The following is a partial listing of major references used in developing this Manual. It is not intended to list all of the references the Military Departments are to consider in developing supplemental regulations.

1. PUBLIC LAW

99-569 Section 504, Title V of "Intelligence Authorization Act for Fiscal Year 1987," codified in Section 1590, Chapter 81, Title 10 U.S.C. (See Appendix A.)

2. UNITED STATES CODE

Title 5, U.S.C. - Government Organization and Employees Section, as amended.
Title 10, U.S.C. Section 1590. (See Appendix A.)

3. CODE OF FEDERAL REGULATIONS

Title 20, Code of Federal Regulations (CFR), Employee's Benefits Part 609,
Unemployment Compensation for Federal Civilian Employees
Title 5, Administrative Personnel

4. EXECUTIVE ORDERS

11222 "Prescribing Standards of Ethical Conduct for Government Officials and Employees," May 8, 1965

11478 "Equal Employment Opportunity in the Federal Government," August 8, 1969

12171 "Labor Management Relations in the Federal Government," November 19, 1979

5. DoD DIRECTIVES

1010.4 "Alcohol and Drug Abuse by DoD Personnel," August 25, 1980

1100.15 "The Department of Defense Equal Opportunity Program," June 3, 1976

1400.5 "DoD Policy for Civilian Personnel," March 21, 1983

1400.6 "DoD Civilian Employees in Overseas Areas," February 15, 1980

1400.34 "DoD Civilian Intelligence Personnel Management System (CIPMS)," December 15, 1988

1402.1 "Employment of Retired Members of the Armed Forces," January 21, 1982

5010.10 "Intelligence Career Development Program," August 9, 1972

5120.39 "DoD Wage Fixing Authority Appropriated Fund Compensation," April 24, 1980

5210.48 "DoD Polygraph Program," December 24, 1984

5500.7 "Standards of Conduct," May 6, 1987

6. DoD INSTRUCTIONS

- 1400.23 "Employment of Family Members of U.S. Armed Forces Personnel and Civilian Employees Stationed in Foreign Areas," November 13, 1987
5120.16 "Department of Defense Incentive Awards Program: Policies and Standards," July 15, 1974

7. DoD MANUALS

- 1400.25-M "Department of Defense Civilian Personnel Manual," July 1978
1430.10-M-3 "DoD-Wide Intelligence Career Development Program for General Intelligence Personnel," July 1988.
5200.2-R "DoD Personnel Security Program," January 1987

8. OFFICE OF PERSONNEL MANAGEMENT (OPM) MANUALS AND STANDARDS

Federal Personnel Manual (FPM)

FPM Supplement 296-33, "The Guide to Processing Personnel Actions"

FPM Supplement 990-2, "Hours of Duty, Pay, and Leave"

OPM Handbook X-118, "Qualification Standards for Positions Under the General Schedule"

OPM Handbook X-118C, "Job Qualification Standards for Trades and Labor Occupations"

9. OTHER REGULATIONS

Joint Travel Regulations, Volume 2 (payment for official travel and transportation of U.S. Government employees)

Department of State Standardized Regulations (Government Civilians - Foreign Areas), April 2, 1961, as amended

DEFINITIONS

The chapter or appendix listed in parentheses indicates where the term is used. Terms used throughout the Manual do not have parenthetical references.

1. **ACTIVITY.** Separate organizational components at various levels of command within a Military Department. (Appendix B)
2. **ADMINISTRATIVE DISQUALIFICATION.** Action taken upon a finding that an applicant for employment in a CIPMS position lacks fitness indicated by his/her character, conduct, and/or reputation. (Chapter 3)
3. **ADMINISTRATIVE CAREER PATH.** Levels within occupations involving work in which decisions and courses of action require the exercise of analytical ability, judgment, discretion, personal responsibility, and the application of a substantial body of knowledge of underlying concepts, theories, and principles applicable to the field. While these positions do not require specialized academic fields of study, they do involve skills (for example, analytical, research, writing, and judgment skills) typically gained through college-level education or through progressively responsible experience. (Chapter 2 and Appendix B)
4. **CAREER LADDER.** A range of grades within an occupation or specialty which allows for a progressive increase of responsibility and employee competency. Career ladders may be limited to a single grade band or may cover multiple grade bands. Progression through a career ladder from one grade level to another, as well as from one grade band to another, is dependent upon management discretion, the availability of funds and position management approvals, as well as employee mobility, acquisition of competencies, and individual job performance.
5. **CAREER PATH.** A model reflecting the common career progression pattern of related groups of series or specialties. Career paths reflect the normal combination of grades into successive grade bands for the series or specialties associated with that path. Professional, Administrative, Technician, and Clerical career paths have been established. (Chapter 2 and Appendix B)
6. **CIPMS ADVISORY GROUP.** An advisory body to the Assistant Secretary of Defense (Force Management and Personnel) (ASD (FM&P)) on CIPMS matters. This group is chaired by a representative designated by ASD (FM&P) and includes representation from ASD (Command, Control, Communications and Intelligence) (ASD (C3I)), as well as representation from both the personnel and intelligence communities of the Army, Navy, and Air Force. (Chapters 1 and 9)
7. **CLERICAL CAREER PATH.** Levels within occupations involving work accomplished to support an office or program to include the processing and maintenance of records and materials that represent the transactions or business of the organization. The work is generally performed within a structured framework of instructions, procedures, and/or working knowledge related to the tasks to be performed. (Chapter 2 and Appendix B)
8. **CONDITION OF EMPLOYMENT.** A mandatory requirement or precondition for holding a position that is in addition to knowledge, skills, abilities, and/or educational qualification requirements. (Chapter 3)
9. **DUAL CAREER TRACK.** Progression for both supervisory and/or managerial and non-supervisory positions in the occupational specialties. (Chapter 2)
10. **EXECUTIVE SECRETARY.** Designated by Assistant Secretary of Defense (Force Management and Personnel) (ASD (FM&P)) to assist ASD (FM&P),

Assistant Secretary of Defense (Command, Control, Communications and Intelligence)(ASD (C3I)), and the CIPMS Advisory Group in the administration of CIPMS. (Chapters 1 and 9)

11. EXEMPLARY PERFORMANCE AWARD. An increase in basic pay in a given grade level equivalent to two within-grade increases given for exemplary performance as demonstrated by exceeding the performance standards for an extended period of time. (Chapter 6)
12. FUNCTIONAL CHIEF. The Senior Intelligence Officer (S10) of each Department; that is, the Deputy Chief of Staff for Intelligence (DCSINT) for the Army, the Director of Naval Intelligence (DNI) for the Navy, and the Assistant Chief of Staff, Intelligence (ACS/I) for the Air Force. (Chapter 1)
13. GRADE BAND. Consists of two or more grades denoting a common level of difficulty, responsibility, and qualification requirements of the work or a common level of knowledge, skills, and abilities required to perform the work (e.g., Entry Level, Full Performance Level, Expert Level, etc.). (Chapter 2)
14. INTELLIGENCE COMMUNITY. A group of Government Agencies, Departments, or segments of a Department whose primary mission(s) is in the intelligence field.
15. INTELLIGENCE FUNCTION. Any portion(s) of a Military Department responsible for fulfilling an intelligence mission(s).
16. OCCUPATIONAL GUIDES. A set of documents that supplements the CIPMS Primary Grading Standard (or other approved Grading Standard, such as for Wage Grade positions) for specific occupations or specialties. (Chapter 2)
17. PERFORMANCE RECOGNITION. Monetary or honorary awards or other appropriate recognition of an employee's performance granted at the discretion of management. (Chapter 6)
18. POSITION MANAGEMENT. The process whereby managers assign duties and responsibilities to positions and the structuring of these positions to form an organization that provides for effective and economical mission accomplishment, organizational enhancement, career development, and other management goals. (Chapter 2)
19. PRIMARY GRADING STANDARD. A document prescribing the method of evaluating supervisory and nonsupervisory positions in the General Schedule (GS) according to predetermined factors and predetermined weights for various degrees of those factors. The CIPMS Primary Grading Standard provides the primary guidance for grading CIPMS positions in the GS but may be supplemented by Military service Occupational Guides. Office of Personnel Management Classification Standards may be utilized in place of the CIPMS Primary Grading Standard under some conditions. (Chapter 2 and Appendix B)
20. PROFESSIONAL CAREER PATH. Levels within occupations involving work in which decisions and courses of action require the exercise of discretion, judgment, and personal responsibility for the application of an organized body of knowledge that is constantly studied to make new discoveries and interpretations and to improve the data, materials, methods, and means. These positions require knowledge in a field of science or learning characteristically acquired through education or training equivalent to a college degree with major study directly in or pertinent to the specialized field or acquired through professional experience in the field. (Chapter 2 and Appendix B)

21. PROGRAM. Long-term objective with many related projects and dedicated resources. (Appendix B)
22. PROJECT. Short-term endeavor that supports a program. (Appendix B)
23. QUALIFICATION STANDARD. A set of documents that prescribes the amount and type of experience, education, training, or other qualification criteria or requirement in order to measure an individual's ability to perform the duties of a specific position.
24. RANK-IN-PERSON PROMOTION. A promotion, one grade above the proper classification of a given position, when the relative worth of the individual to the Department is substantially significant and is not measurable through the normal classification process. (Chapter 5)
25. SCARCE SKILLS. Necessary qualifications that are not readily available within a reasonable and customary recruitment area. (Chapter 4)
26. SPECIAL SALARY RATES. An approved set of pay rates that exceeds the General Schedule or Federal Wage System rates that would otherwise be applicable. Special CIPMS salary rates are established only upon a finding that competing sectors are paid substantially more than the Intelligence Functions of the DoD Military Departments and the salary gap significantly handicaps the Intelligence Functions' recruitment and retention of well-qualified applicants in a specified occupation and recruitment area. (Chapter 5)
27. TECHNICIAN CAREER PATH. Levels within occupations involving non-routine technical work typically associated with and supportive of a professional or administrative field to include responsibility for direct "program" decisions but less than full competence in the field involved. The work is generally performed by applying clearly appropriate guidelines or knowledge of precedent action to a corresponding situation and it requires extensive practical knowledge, gained through on-the-job experience and/or specific training less than that represented by formal attainment of an academic degree. (Chapter 2 and Appendix B)